

EXAMPLE

CHARTER

Software Engineering Process Group

Version 1.0

Latest Revision Date:

25 June 1993

## 1 Establishment of the Software Engineering Process Group (SEPG).

The SEPG is established to facilitate evaluation and improvement of the software development processes.

## 2 SEPG Objectives.

The SEPG is a team representing the software systems and technology support divisions. The SEPG actively pursues and achieves software development process improvements. The SEPG carries out Steering Team guidance and directives, acting as a bridge between the Steering Team and software practitioners (e.g., project managers, leaders, analysts, programmers, and coders).

### 2.1 Specific duties of the SEPG are:

- .o To identify areas requiring improvement and/or process definition.
- .o To create and maintain an action plan addressing the findings and recommendations of the most current software process assessment.
- .o To coordinate tasks in the above action plan.
- .o To establish Technical Working Groups (TWGs) to investigate new technology and to design and implement portions of the software improvement action plan.
- .o To implement and maintain a periodic software development feedback program.
- .o To report progress to the Steering Team.
- .o To make recommendations concerning improvements to the Steering Team.
- .o To identify, staff, and task Technical Working Groups.
- .o To track the progress of improvement actions.
- .o To develop plans for and to coordinate future assessments.
- .o To prepare and disseminate progress reports concerning software process improvement activities to all employees.
- .o To keep current on the latest Software Process Improvement (SPI) techniques and methodologies.
- .o To serve as the POC to other DoD SEPGs.

### 3 Membership

The SEPG is comprised of non-supervisory employees highly experienced in software engineering. The members must have a high level of technical expertise and be familiar with Process Action Team procedures. The SEPG chairperson shall be a certified facilitative leader. Other SEPG members should receive facilitative leadership training within the first three months of their term.

Members shall serve a term approximately equal to one software improvement cycle (about 2 years).

### 4 Voting.

Each member except the chairperson shall have one vote. Should a vote result in a tie, the chairperson shall cast the deciding vote.

### 5 Meetings.

SEPG meetings will be held weekly. The chairperson may call additional meetings on issues requiring immediate attention.

5.1 The SEPG chairperson shall prepare and disseminate an agenda prior to the meeting. At a minimum, the agenda will include the TWG status reports.

5.2 Minutes of the meeting will include as a minimum: an executive summary, progress relative to the action plan, and a summary of work assignments. The SEPG chairperson will be responsible for ensuring the collection and dissemination of the minutes. A report shall be presented to the Steering Team semiannually.